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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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Request Notification of Change

(NASA Only)

Subject: NASA Telework Program

Responsible Office: Office of Human Capital Management

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Appendix A. Definitions

A.1 Alternative Worksite. A location other than the employee's duty station (official worksite) such as an employee's home, a Telework Center, or a facility established by a state, local, or county government for use by teleworkers.

A.2 Duty Station. The official worksite of the employee for purposes of pay (special salary rates, locality pay adjustments, and travel) in accordance with 5 C.F.R. 531.605(d)).

A.3 Eligible Position. A position in which some or all of the employees' assigned duties can effectively be performed away from their duty station without adverse effect on customer service delivery and does not require the direct handling of classified materials on a regular and recurring basis.

A.4 Official Worksite.

a. Typically for most employees, the official worksite will be their home Center or the location where most or all other employees report for duty for that organization.

b. The official worksite of an employee teleworking on a regular and recurring basis will be determined on a case-by-case basis and documented in the Telework Agreement.

c. Any change in the official worksite may impact location-based pay entitlements (such as locality pay, special rate supplements, and nonforeign area cost-of-living allowances, leave, and travel entitlements).

A.5 Telework.

- a. Is any work arrangement by which employees perform their assigned duties at home or other approved worksite (i.e., alternative worksite) and not at their regular place of employment.
- b. Is a work arrangement to help the Agency accomplish its mission as efficiently and effectively as possible.
- c. May be used as a reasonable accommodation in accordance with NPR 3713.1, Reasonable Accommodation Procedures, for an employee with a disability; for the purpose of COOP during national or regional emergencies; or to accommodate employees with a medical condition which limits their mobility or ability to perform at their official worksite.
- d. Is voluntary on the part of employees with their supervisor's approval unless directed as part of a COOP or pandemic health crisis emergency situation.
- e. Is not:
 - (1) An employee's right.
 - (2) A substitute for dependent/child care. However, employees may telework during the time they are not responsible for dependent/child care but must take accrued annual leave, other paid time off, or leave without pay while performing dependent/child care responsibilities.
 - (3) Temporary duty performed in a travel status.

A.6 Telework Agreement. Is an agreement and a requirement (except in an emergency situation) between employees and their supervisor for employees who perform their assigned duties at an alternative worksite.

A.7 Telework Center. A General Services Administration or other approved facility established by state, local, or county government or private sector organization for use by teleworkers.

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